

SYBIL G. JORDAN
410 Victory Garden Drive, #28
Tallahassee, Florida 32301
(850) 877-2788
(850) 414-4753

PROFESSIONAL EXPERIENCE

Florida Department of Transportation, Equal Opportunity Office, Tallahassee, Florida **1/01 - Present**
State Title VI Coordinator (850) 414-4747

- Monitor and administer FDOT's Title VI and Title VIII Programs in accordance with Federal guidelines and regulations including: 23 CFR 200; 49 CFR 21; 23 CFR 450; Executive Order 12898; Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970; Title 23 U.S.C. Section 324; Standard DOT Title VI Assurances pursuant to USDOT Order 1050.2; 23 U.S.C. 109(h); Title VIII of the Civil Rights Act of 1968; and, NEPA of 1969
- Work with various offices and agencies concerning Environmental Justice and Community Impact Assessment
- Coordinate and conduct Title VI training (includes Community Impact Assessment training)
- Investigate Title VI complaints
- Compile and analyze statistical data to prepare Quarterly and Annual reporting to the Federal Highway Administration
- Develop, prepare and maintain policies, procedures, rules and forms associated with Title VI
- Review all Department procedures to ensure compliance with Title VI
- Conduct Title VI Quality Assurance District Reviews
- Coordinate with Planning, Design, Project Management, Right of Way, Public Transportation, Environmental Management, Construction and Maintenance (Department-wide) to ensure compliance with Title VI
- Assist in on-going efforts in obtaining solutions to social and environmental issues
- Monitor Metropolitan Planning Organizations to ensure compliance with Title VI
- Review Public Involvement opportunities to ensure compliance with Title VI
- Participate in the Federal Highway Administration Triennial Certification reviews of Metropolitan Planning Organizations
- Chair DBE Availability Committee
- Administer FDOT's Construction Management Development and Bond Guarantee Program

Florida Department of Transportation, Equal Opportunity Office, Tallahassee, Florida **11/98 - 1/01**
Civil Rights Analyst (850) 414-4747

- Investigate charges of employment discrimination and sexual harassment
- Conduct fact-finding conferences; determine appropriate witnesses and conduct interviews
- Write investigatory reports setting out clearly the Department's position
- Represent the Department at mediation and conciliation conferences
- Conduct statewide Quality Assurance Reviews in regards to Title VII compliance
- Prepare and analyze monthly statewide parity data
- Plan, develop and implement training on a statewide basis, including identifying training needs, preparing a curriculum, and conducting training
- Prepare case studies, manuals, and PowerPoint and/or Harvard Graphics presentations accessible for all educational levels
 - Equal Employment Opportunity/Affirmative Action
 - Sexual Harassment Awareness
 - Diversity Awareness

Meridian Consulting, Inc., Tallahassee, Florida

8/97 – 11/98

Administrative Assistant

(850) 386-9898

- Administrative support
- Assisted in the application process for Health Maintenance Organizations and Insurance Companies
- Developed and maintained a tracking system for filings submitted to the Florida Department of Insurance and The Florida Agency for Health Care Administration
- Revised contracts and other documents for clients
- Legal research regarding health care

Florida Department of Revenue, Intangible Tax Telephone Section, Tallahassee, Florida

12/96 – 8/97

Revenue Specialist II

(850) 922-2018

- Provided assistance to taxpayers by initiating and receiving telephone calls and correspondence regarding intangible tax liabilities
- Corrected or recommended corrective actions on billings which were determined to be erroneous
- Researched the validity of billing delinquencies and made necessary changes
- Responded to all research requests regarding intangible tax
- Assisted in the development of the intangible tax mail return project utilizing Dunn & Bradstreet

Department of Corrections, Substance Abuse Programs Services Office, Tallahassee, Florida

5/96-12/96

Secretary Specialist / OPS

(904) 488-9169

- Office support receiving phone calls and/or visitors and directing to appropriate program staff
- Assisted with the structuring, setup and organization of the Drug Abuse Treatment Resource Center (DATRC)
- Utilized the COMPSEE Document Track program for bar-coding and tracking items issued from DATRC
- Assisted in the development of the monthly newsletter by researching various sources for news worthy items
- Assisted in the planning, organization, staffing, and registration of annual conference
- Compiled surveys on training event and prepared report of survey findings
- Compiled surveys on inmate and counselor satisfaction with the use of the Drug Abuse Resource Center
- Additional duties included proofreading, travel vouchers, travel reimbursements, purchase orders, staff calendars, itineraries, timesheets, answering multi-line telephone, and typing

Timm Enterprises, Inc. (d.b.a. WGLF-FM, WANM-AM), Tallahassee, Florida

05/93-4/96

BUSINESS OFFICE MANGER

- Schedule on-air advertisements and remotes by generating a daily commercial log specifying when commercials will air
- Prepared and maintained monthly and annual billing reports
- Monitored accounts receivables
- Responded to all research requests involving placement of commercials and validity of billings
- Assisted in analyzing annual ratings conducted by Arbitron and compiled reports resulting from research
- Compiled listener surveys and reported findings with suggestions on how to increase listenership
- Maintain accurate employment records by functioning as an Equal Employment Opportunity Officer
- Credit manager enforcing all collection procedures

Broad Based Communications, Inc. (d.b.a. WFHT-FM), Tallahassee, Florida
BUSINESS OFFICE MANAGER

01/93- 05/93

- Coordinating and executing on air contests by presenting realistic solutions to increase listenership
- Communicating with corporate office regarding recruiting, selecting, training, developing, and evaluating office staff
- Scheduling on air advertisements and remotes by generating a daily log specifying when commercials will air
- Inputting advertising contracts ensuring commercials are strategically placed to maximize client's business
- Generating all station reports by compiling monthly journals, sales projections, collection reports and on-air logs
- Compiling all financial data by managing all billing to clients averaging \$50,000 monthly
- Overseeing office staff by creating and promoting a strong professional work ethic in a positive environment

TRAFFIC DIRECTOR

11/93-11/94

- Functioning as a liaison between national record promoters and programming department
- Coordinating all press releases regarding public relations between station and general public
- Scheduling on-air advertisements and remotes by generating a daily log specifying when commercials will air
- Inputting advertising contracts ensuring commercials are strategically placed to maximize client's business

MARKETING CONSULTANT

05/90-10/93

- Cold calling on potential clients by scrutinizing various media publications (newspaper, television, and radio)
- Understanding clients' desired goals and objectives by creating a strategic marketing plan to maximize business
- Creating an advertising campaign by writing commercials subject to client's approval to increase customer awareness
- Developing promotional incentives incorporating clients into station events and publications
- Maintaining rapport with new and existing clients by calling and or visiting client's business

EDUCATION

Major: Political Science/ Public Management
Florida Agricultural & Mechanical University, Tallahassee, Florida

RELEVANT SKILLS

WordPerfect, Microsoft Word, Microsoft Excel, PowerPoint,
Microsoft Publisher, Windows, Lotus 123, Harvard Graphics,
DARTS Radio Traffic Program, 10 key adding machine
Notary Public - State of Florida

SPECIAL ACHIEVEMENTS

- Recipient-Florida Academic Scholar's Fund Scholarship, Florida Agricultural & Mechanical University, Tallahassee, Florida
- Recipient-White and Gold Honor Society, Florida Agricultural & Mechanical University, Tallahassee, Florida
- Who's Who Among College Students, Florida Agricultural & Mechanical University, Tallahassee, Florida
- Inducted member to the National Deans List Society, Florida Agricultural & Mechanical University, Tallahassee, Florida